

Advertisement for Non-Teaching Positions on tenure/ deputation/contract basis

Indian Institute of Management Mumbai invites **only the online** applications from interested & eligible candidates for the posts as per details given below purely on tenure/deputation/contract basis. The Online option will remain open from 21.07.2026 to 11.08.2026. The details are as under:

Ser	Name of Post	Level	No. of posts					
			UR	SC	ST	OBC	Total	PwBD
1.	Manager (Academics/ General Administration)	Pay Level-10	01	-	-	01	02*	01*

*PwBD categories : PwBD – 01- VH (Blind and Low vision)

1)	Manager (Academics/General Administration) Pay Level 10 (56100 - 177500) (Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance) Age limit - 45 years	<u>Qualification:</u> Post-Graduate degree in any discipline (10+2+3+2) from a recognized Institute/University or Master of Business Administration (MBA)/Equivalent Degree or Diploma in Management from a recognized Institute/University with Minimum 60% marks or equivalent grade ('A' in the UGC 7-point scale) with consistently good academic record. <u>Experience:</u> Minimum 10 years of relevant administrative experience, out of which: - At least 05 years should have been in Pay Level 07; or - At least 07 years should have been in Pay Level 06 or equivalent in a Central/State Government Department/Academic/Research Institution/other reputed Institution. Candidates with sufficient exposure to Government rules & regulations, Purchase & Stores rules, GFR, Establishment and Administration will be preferred. Knowledge of computer operations/ERP systems is essential. Experience in Institutes of repute like IIMs, IITs, Central Universities, CFTIs will be preferred. <u>Desirable:</u> MBA/PGDM from a recognized University/Institute, preferably in Academic Administration/HR/Education Management; additional qualification in Law/Engineering/IT desirable. Experience in academic administration, programme coordination, examinations, and student affairs in reputed institutions. Proven skills in policy formulation, governance support, ERP-based process automation, and knowledge of UGC/AICTE/NEP guidelines, accreditation, and e-governance systems. Applicants should have proven knowledge and working experience of computer office applications, applicable Government/Institute rules and practices (Fundamental Rules, Supplementary Rules, General Financial Rules 2017, CCS Rules, etc.) and academic/administrative processes of a higher educational institution. Applicants should further possess leadership qualities and requisite experience in one or more of the following areas, as relevant to the post: a) Accounting, auditing and financial procedures OR b) Administrative matters including legal, recruitment and establishment
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		OR c) Academic matters such as conduct of examinations, maintenance of students' records, award of scholarships, degrees, etc. OR d) Material management, procurement/distribution of material, import procedures, stores accounting, stock verification, infrastructure and estate management, etc. Practical experience of using relevant software in the related area is essential. <u>Job Description:</u> The incumbent shall be responsible for managing one or more functional areas of the Institute, including General Administration, Academic Administration, Admissions, Examinations, and Student Affairs, depending upon the organizational requirements. The responsibilities may include administration of recruitment and establishment matters, maintenance of leave and service records, personnel administration, transport and facility management, liaison with Government and external agencies, preparation of reports and MIS, implementation of Institute policies, and ensuring compliance with applicable rules and regulations. In the academic domain, the incumbent may oversee programme administration, admission processes, academic scheduling, conduct of examinations, evaluation, declaration of results, maintenance of student records, ERP-based academic process automation, coordination with faculty, students and academic committees, accreditation-related activities, and convocation. The incumbent shall supervise staff, support governance and institutional initiatives, facilitate process improvements through digital and e-governance systems, ensure effective record management and statutory compliance, and perform such other duties as may be assigned by the Competent Authority from time to time. Note : The one vacancy for PwBD is reserved for Visually Handicap (Minimum 40% disability).
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How to Apply:

1. Candidates are required to apply online at the official website of IIM Mumbai, i.e., <https://iimmumbai.ac.in/careers>. The last date for submission of online applications is **11 August 2026 (05:00 PM)**.
2. Candidates must pay a non-refundable application processing fee of Rs.590/- (Rupees Five hundred Ninety only). Candidates belonging to SC, ST and PwBD are exempted from paying the applications fee. All internal candidates are exempted from paying the applications fee.
3. Applicants must upload a latest photograph (not older than six months) and copies of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste/category, disability (if applicable), etc. Experience certificate(s) must be on the issuing organisation's letterhead, bearing the date of issue, specific period of work, designation, and pay drawn against each position, duly certified by the competent issuing authority.
 - a) Original certificates must be produced at the time of the selection process, and again at the time of joining, if selected.
 - b) EWS Reservation – applicable if the post is reserved for the EWS category: Persons not covered under the reservation scheme for SC, ST, and OBC, and whose family has a gross annual income below Rs. 8.00 lakh, are to be identified as Economically Weaker Sections (EWS) for the purpose of reservation. "Family" for this purpose includes the applicant, parents,

siblings below the age of 18, spouse, and children below the age of 18. Income includes income from all sources – salary, agriculture, business, profession, etc. – for the financial year prior to the year of application. A person whose family owns or possesses any of the following assets shall be excluded from EWS identification, irrespective of family income: (i) 5 acres of agricultural land and above; (ii) residential flat of 1000 sq. ft. and above; (iii) residential plot of 100 sq. yards and above in notified municipalities; (iv) residential plot of 200 sq. yards and above in areas other than notified municipalities. Income and assets shall be certified by an Officer not below the rank of Tehsildar in the State/UT concerned. Candidates shortlisted for document verification shall be required to produce the requisite certificate, in the format prescribed by the Government of India, at the time of document verification.

c) Caste Validity (ST candidates): In respect of Scheduled Tribe candidates, the caste validity certificate issued by the Scheduled Tribe Certificate Scrutiny Committee of the respective State Government must be enclosed with the application.

d) Applicants seeking the benefit of reservation/fee concession applicable to SC/ST/OBC (NCL)/EWS/PwBD/Ex-servicemen categories must attach the relevant certificate(s) in the format prescribed by the Central Government in support of their claim. Applicants seeking OBC (NCL) reservation benefits must additionally attach a self-declaration, along with a certificate in the prescribed format issued by the Competent Authority, as per Annexure – II (applicable where the post is reserved for the OBC category).

e) PwBD (Persons with Benchmark Disabilities) Reservation: Reservation for PwBD candidates shall be provided as per the Rights of Persons with Disabilities Act, 2016 and Government of India orders issued thereunder, where the post is identified as suitable for PwBD candidates/reserved for the category. PwBD applicants must enclose a valid disability certificate issued by a competent medical authority in the prescribed format. Applicants seeking horizontal reservation and/or age relaxation under the PwBD category must submit the certificate at the time of application and produce the original at the time of document verification/joining.

4. A candidate applying for the above position must be a citizen of India.
5. All applicants must fulfill the post requirements and other conditions stipulated in the advertisement as of the closing date for receipt of the applications.
6. Applicants are advised to ensure their eligibility before applying for a post. No inquiry asking for advice as to eligibility will be entertained.
7. The documents will be verified with original testimonials at the time of the interview if the applicant is called for the same. The shortlisted candidates will be required to bring all original Certificates, Degrees, and other documents pertaining to their educational qualification, professional qualification, work experience, age, etc. for verification purposes at the time of interview along with one set of photocopies of these documents.
8. Person working at IIM Mumbai will be considered as departmental candidates. There will be no age bar for departmental candidates.
9. Qualifications prescribed for the posts cannot be relaxed. However, experience may be relaxed in respect of exceptionally outstanding candidates with demonstrated evidence of proven work of administrative nature as per suitability to the roles and responsibility of the posts, as per Institute requirements.
10. The Institute may consider hiring candidates on a suitable consolidated monthly remuneration basis as deemed fit.
11. The candidate may be hired for a lower post if deemed fit.
12. Accommodation at/by the IIM Mumbai Campus may be provided subject to availability (Electricity & Water charges to be paid as actual). In case where accommodation is provided by the Institute, the candidate will not be eligible for the House Rent Allowance.
13. Institute employees and their dependents shall be entitled to medical facilities as per Institute rules.
14. Children Education Allowance shall be admissible at the applicable rate, for up to two children as per Central Government Norms.
15. IIM Mumbai reserves the right to increase/decrease the vacancies or cancel the recruitment process if the need arises without issuing any notice or assigning any reason.
16. **Selection Process:** The Institute reserves the right to revise its criteria for shortlisting candidates for all advertised positions.

- a) Scrutiny/Screening of Applications: Applications received in response to this advertisement will be scrutinised, and only applicants clearing scrutiny will be called for the further selection process. The duly constituted Screening Committee will shortlist the candidates adopting suitable criteria. Therefore, candidates should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents, and ensure that all details are complete and accurate. Merely fulfilling the qualification(s)/experience prescribed in the advertisement does not automatically entitle an applicant to be called for further stages. Where it is not possible or convenient to process all eligible applications, the Institute may restrict the number of applicants called for the next stage on the basis of qualifications and/or experience higher than the minimum prescribed.
 - b) The Institute may decide to conduct a written test and/or skill test and/or interview and/or any other test/selection process deemed appropriate only for the candidates shortlisted by the Institute. Candidates are required to mandatorily mention their email ID in the application form.
 - c) The Institute reserves the right not to fill any or all of the advertised post(s).
 - d) The decision of the Institute on all matters relating to eligibility of applicants, screening/written test, and selection shall be final and binding on all applicants.
 - e) No correspondence or personal inquiries shall be entertained from applicants regarding the conduct or result of the written test/selection process, or reasons for not being called.
 - f) In case of any inadvertent error detected at any stage of the selection process, including after issuance of an appointment letter, the Institute reserves the right to modify/withdraw/cancel the same without prior communication to the candidate.
 - g) The Institute reserves the right to reject the candidature of any applicant at any stage of the recruitment process, if found indulging in malpractice or not fulfilling the prescribed qualification, experience, or other eligibility conditions specified in the advertisement/recruitment guidelines. Such candidates shall be liable to disqualification, in addition to appropriate legal action as the Institute may deem fit.
 - h) In case of any dispute or ambiguity in the advertisement or in the selection process, the decision of the Institute shall be final.
17. The period of experience rendered by a candidate on a part-time basis, daily wages, etc., will not be counted while calculating the requisite/ relevant experience for shortlisting the candidates for the written test/ interview.
 18. The Institute's decision in all matters relating to eligibility, acceptance, or rejection of any/ all applications, fixing the eligibility criteria, the equivalence of qualifications, mode of screening/ selection, and the conduct of test/ examination/ interview will be final and binding on the candidates.
 19. The Institute shall not entertain any interim correspondence or personal inquiries.
 20. Candidates working in the Government/ Semi-Government/ Public Sector Undertakings should apply through the proper channel. They should submit a No Objection Certificate from the present employer when filling out an online application.
 21. During the selection process, the Institute reserves the right to seek any other certificate, including vigilance clearance, in respect of the candidates already in service at any time.
 22. The age limit is relaxable for candidates belonging to SC/ ST/ OBC/ PwD/Ex-serviceman category, as per existing rules for which applicants must attach the requisite certificates. The crucial date for determining the age limit and other eligibility criteria shall be the closing date for the receipt of applications.
 23. All the above positions require a full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves wholeheartedly to the Institute are expected to apply.
 24. Appointment orders issued by the Institute to the finally selected candidate shall be provisional. The Institute shall verify the antecedents or documents (subject to character/ antecedent/ Police verification, verification of all original documents, experience certificate, and other relevant documents) submitted by a candidate at the time of the written test/ interview and the appointment. At a later date, if it is found that any of the facts/ documents submitted by a candidate are fabricated or altered, or the candidate has doubtful antecedents/ background and has suppressed the said information. Under such conditions, the candidature shall stand

- cancelled, and their services may be terminated.
25. Addendum/ deletion/ corrigendum (if any) shall only be posted on the Institute's website.
 26. Canvassing of any nature and bringing any influence/ pressure from any quarter will be considered a disqualification for the post.
 27. Institute will only contact candidates shortlisted for the written test/ interview. We will not send out letters of rejection to other applicants. E-mails/Calls asking for status updates will not be entertained.
 28. Correspondence, if any, from the Institute, including written test/ interview call letter of the shortlisted candidates, shall be sent to the E-mail ID provided by the candidate. It is the sole responsibility of the candidate to provide the correct E-mail ID. For updates, please visit the Institute's website, i.e., www.iimmumbai.ac.in.
 29. Legal disputes, if any, will be restricted within the jurisdiction of Mumbai only.
 30. For any technical assistance please contact on disc.website@iimmumbai.ac.in
 31. Incomplete applications without proper supporting documents will be summarily rejected.
 32. Tenure appointment: Exceptionally deserving selected candidates may have a tenure/deputation of appointment as per requirement of the Institute. Initial appointment will be on tenure/deputation for a period of 5 years.

Sd/-
Chief Administrative Officer

ANNEXURE – I

DECLARATION

“I, son/daughter of Shri
..... resident of village/town/city
..... district state hereby declare that I
belong to the community, which is recognised as a backward class by the
Government of India for the purpose of reservation in services, as per orders contained in Department of
Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8.9.1993. It is also
declared that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the above-referred Office Memorandum dated 8.9.1993, and its subsequent revisions vide
O.M. No. 36033/1/2013-Estt.(Res) dated 27.05.2013 and 13.09.2017.”

Signature of the Candidate

Name of the Candidate

Place:

Date: